



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: SUPERVISING HOUSEKEEPER I

SALARY RANGE	\$2,254 - \$2,821 per month
TENURE/TIME BASE	Permanent / Full-Time
PROGRAM/DEPARTMENT	General Services / Housekeeping
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Under the direct supervision of the Custodian Supervisor II, the Supervising Housekeeper I supervises the Custodians, Maintenance and Service Occupational Trainees (MSOTs), and Service Assistant (Custodians) and plans, organizes, and supervises the housekeeping work involved in the care, cleaning, and maintenance of building interiors and exteriors. The Supervising Housekeeper I provide instructions and training to janitorial services staff and performs and assists with janitorial tasks. Typical duties of the Supervising Housekeeper I would be assigning work, supervising and providing instruction and training to housekeeping and janitorial employees; evaluating their performances and taking or recommending appropriate action; assisting with the continuous responsibility for organization and direction to improve performance; regularly conducts inspections of public and client living areas; maintains records and prepares reports on cleaning activities; maintains inventory records; stores and inventories supplies; prepares requests for replacement; maintains housekeeping practices and standards, providing training on housekeeping policies and procedures; assists in the ongoing improvement of the Housekeeping Safety Program including safety training, inspections, meetings, accidents investigations and prevention; other assigned tasks and specialized duties as needed or required.

WHO MAY APPLY:

Applicants must meet the minimum qualifications and have permanent Civil Service Status to apply for this vacancy. Civil Service Status may consist of one of the following: list eligibles, lateral transfers or reinstatements. Applicants should indicate the status of their eligibility on their application. **Appointment is subject to State Restriction of Appointment (SROA)**, **Surplus and Re-employment List Procedures**, **pre-employment physical and fingerprint clearances**. Applications will be reviewed and only the most qualified candidates will be scheduled for a selection interview. Applications may be obtained from the Examination and Recruitment Unit of Sonoma Developmental Center or may be downloaded and completed off the California Human Resources Department's website at www.calhr.ca.gov.

Applications must be received to the address indicated below no later than the close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via interoffice mail <u>after</u> the final filing date will not be accepted. Faxed applications or resumes will <u>not</u> be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124 Porter Administration Building (PAB)
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6650 Karrie Hubbenette for questions specific to the essential function of the position only. Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 02/14/2014; Class Code: 2040 S15